Checklist for Facility Maintenance and Office

Items/Processes of Concern	Toxic Metal	Dangerous Waste	Preferred Alternatives and Best Management Practices[1]
Facility Maintenance			
Batteries **Fluorescent lamps** **Mercury-containing equipment**	X	X	• **Use rechargeable batteries.** • **Use LED lamps when appropriate.** • **Use low-mercury fluorescent lamps.** • **Remove and/or replace mercury-containing equipment and recycle as Universal Waste.** • Implement a battery recycling program and recycle as Universal Waste. • Implement a whole-lamp recycling program and recycle as Universal Waste. • If not recycled as Universal Waste collect, manage and dispose of as dangerous waste.
Vehicle maintenance, oil, oil filters, hydraulic fluid, transmission fluid, vehicle batteries, antifreeze	X	X	• **Go to Automotive and Equipment Repair Department.**
Parts washer	X	X	• **Use an aqueous parts cleaner. See Automotive and Equipment Repair Department.** • **Use non-halogenated organic solvent.** • Recycle spent solvent cleaner. • Operate solvent sinks properly, use drip trays, and allow more drainage time. • Contract with a service company to maintain solvent sink.
Flammable aerosol products		X	• **Use non-flammable aerosol products.** • **Replace single aerosol with a refillable spray bottle or plunger to deliver product.** • Collect empty aerosol cans that contained flammable products and manage as dangerous waste.
Shop towels or wipes		X	• **Use cloth towels that can be laundered and reused.** • Keep used wipes and towels in closed containers and label appropriately. • Reduce the size of the shop towel or wipe to reduce the amount of solvent used at the same time. • Reuse shop towels or wipes for repetitive tasks. • Don't dip shop towels or wipes in open solvent containers. • Limit the amount of solvent available for use each day. • Towels that are not laundered should be managed as the material they were used to absorb.

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[1] Preferred alternatives are shown in **bold font**.

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Painting, staining, lacquers	X	X	• **Use water-based coatings with the least amount of volatile organic compounds and hazardous air pollutants possible.** • **Use coatings that do not have meal-based pigments.** • **Use efficient spray equipment, such as HVLP, airless, or air-assisted to reduce coating usage.** • Reuse paint mixing cups and use metal mixing sticks (be sure to clean them before the paint dries). • Consider investing in a weight scale to accurately measure paint recipes in the smallest amounts necessary for the job. • Use paint leftovers for equipment setup and spray pattern testing. • Label/store leftover basecoats. Seal container tightly; store upside-down to prevent air from entering. • Apply stains and lacquer with sponge, brush, rag, or roller instead of spray. • Apply light color finishing materials first, followed by darker, when possible.
Solvents, paint thinner, paint strippers		X	• **Use non-chlorinated solvents and thinners.** • **Use methyl alcohol (methanol) for paint stripping.** • Use a spray bottle or plunger can to deliver solvents where they are needed. • Segregate solvent wastes, distill, reuse, or dispose as dangerous waste. • Use solvents until they lose their effectiveness, as opposed to when they look dirty. • Extend solvent life by filtering solids.
Glues, epoxies, adhesives		X	• **Use low or no-solvent adhesives, such as hot melt, heat seal, aqueous-based or polyvinyl alcohol adhesives.** • Evaluate your gluing operations to determine if too much is being mixed.
Water treatment for boilers and pool maintenance	X	X	• **Use ozonation or filtration system.** • Segregate reactive and incompatible chemicals when being stored as product.
General			
General inventory			• **Use Environmentally Preferred Purchasing.** • Review Material Safety Data Sheets (MSDSs) for hazardous substance information. • Properly store hazardous substances.
All generated waste streams Spilled products Unused and expired products	X	X	• **Use chemical inventory and tracking software to centralize product ordering, improve product tracking, storage requirement, waste management, reduce disposal of expired product, and minimize duplicate orders to prevent unnecessary disposal.** • Identify all potential waste streams and establish designation procedures to determine if a hazardous waste or non-hazardous waste. • Implement dangerous waste designation, collection, accumulation, and disposal procedures for all waste streams. See Common Dangerous Waste Compliance Issues.

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Grounds Maintenance			
Herbicides, pesticides, and fertilizers		X	• **Establish an Integrated Pest Management program.** • **Use a contracted landscape maintenance.** • **Use green certified products.** • Prevent spills and expired products.
Office			
Batteries **Fluorescent lamps**	X	X	• **Use rechargeable batteries.** • **Use LED lamps when appropriate.** • **Use low-mercury fluorescent lamps.** • Implement a battery recycling program and recycle as Universal Waste. • Implement a whole-lamp recycling program and recycle as Universal Waste. • If not recycled as Universal Waste: collect, manage and dispose of as dangerous waste.
Computer and electronic equipment, and appliances	X	X	• **Use energy-efficient computer and electronic equipment, and appliances.** • **Replace mercury-containing equipment with non-mercury equipment.** • **Use vendor take-back programs.** • Surplus old equipment. • Recycle as Universal Waste. • If not recycled as Universal Waste: collect, manage and dispose of as dangerous waste.
Ink, paper, toner from copiers and printers		X	• **Use environmentally preferable purchased items and green certified products.** • **Use recyclable toner cartridges.** • **Use soy-based inks if available.** • **Use recycled-content ink, paper, and toner.** • **Use vendor take-back programs.** • Set printer default to duplex (double-sided) printing. • Recycle toner cartridges. • Recycle paper.
Printing Department			
Photo processing, graphics, printing department	Silver	X	• See Photography.
Other:			

Notes, Comments, Follow-up

Resources

Common Dangerous Waste Compliance Issues: http://www.ecy.wa.gov/programs/hwtr/P2/schoolsAndLabs/tool/dw_issues.html

Dangerous Waste Basics: http://www.ecy.wa.gov/programs/hwtr/manage_waste/DangerousWasteBasics.html

Environmentally Preferable Purchasing: http://www.ecy.wa.gov/programs/swfa/epp/index.html

Find a Hazardous Waste Service Provider: http://www.ecy.wa.gov/programs/hwtr/hwsd/index.html

Shop Guide for Dangerous Waste Management: https://fortress.wa.gov/ecy/publications/SummaryPages/0904015.html

Treatment by Generator: http://www.ecy.wa.gov/programs/hwtr/P2/schoolsAndLabs/tool/TBG.html

Universal Waste Rule for Batteries, WAC 173-303-573(2): https://fortress.wa.gov/ecy/publications/SummaryPages/98407a.html

Universal Waste Rule for Lamps, WAC 173-303-573(5): https://fortress.wa.gov/ecy/publications/SummaryPages/98407c.html

Universal Waste Rule for Mercury-containing Equipment, WAC 173-303-573(3,4): https://fortress.wa.gov/ecy/publications/SummaryPages/98407b.html

Used oil: http://www.ecy.wa.gov/programs/hwtr/dangermat/oil_index.html